

Indiana Department of Education



Office of Financial Management, Analysis, and Reporting

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REVISED

TO: Superintendents and Charter School Sponsors

FROM: Debra Hineline, Director
Office of Financial Management, Analysis, and Reporting

DATE: November 28, 2006

SUBJECT: Second ADM count for all Corporations and Charter Schools, and the Student Residency Report for Charter Schools

State statute specifies that school corporations now submit three ADM counts each school year. And for Charter Schools, this also entails the submission of the Student Residency information. The second count of the 2006-2007 school year is Friday, December 1, 2006. This is an ADM count only (no Vocational Education Count), and is submitted through the Application Center on the ME report. Please be sure your building level personnel and technology area are aware of this count.

The data layout for this submission may be found at the following web address:
<http://www.doe.state.in.us/stn/pdf/membership0607.pdf> . This layout documents contains valuable information on each ADM type and should be used as reference to assure all students you are eligible to count are included in your count. The timeframe for the submission of this data is between December 1, and December 15, 2006. You are required to print, sign and send us a hard copy of your corporation's report. The printable view option that contains signature lines will not be available to schools until the end of the conflict resolution/cleanup period on December 29, 2006. Please be sure to send us your signed report as soon after that date as possible.

As the majority of phones calls received by our office for the September count were centered around two particular students types I would like to remind you that:

1. Your students attending school in another school corporation because of a cooperative agreement are counted as Resident Attenders in your ADM count, not in the educating school.
2. Foster students are counted as Placements In for the corporation providing the education.

Please refer to the data layout for other ADM type questions, or call if you have questions. Our toll free number is 866-234-1414 or local at 317-232-0840.